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Liza B. De Leon

Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF JUSTICE in the CSC website:

By:

LIZA B. DE LEON

Director IV, Administrative Service

Date:

22 November 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards (QS)					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	State Counsel II	STCL2-1-1998	25	98,886.00	Bachelor of Laws	Shall be a member of the BAR for atleast 4 years (PD 478)	16 hours of relevant training	RA 1080 (BAR)		Legal Staff
2	Administrative Aide VI	ADA6-183-2005	6	16,200.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) First Level Eligibility		Legal Staff
3	Sr. Administrative Assistant I	SADAS1-221-2005	13	28,276.00	Completion of two years studies in college	15 hours of relevant training	3 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility		Prosecution Staff
4	State Counsel III	STCL3-1-2015	26	111,742.00	Bachelor of Laws	16 hours of relevant training	Shall be a member of the BAR for at least 4 years (PD478)	RA 1080 (BAR)		Office of Cybercrime
5	State Counsel I	STCL1-1-2017 STCL1-2-2017	24	86,742.00	Bachelor of Laws	8 hours of relevant training	Shall be a member of the BAR for at least 4 years (PD478)	RA 1080 (BAR)		Office of Cybercrime
6	Supervising Administrative Officer	SADOF-188-2005	22	68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Management Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the **application letter** and send to the address below not later than **December 2, 2021**.

1. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet** which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (If applicable, such as: promotion, re-appointment or transfer);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to send ONLY through EMAIL their application to:

HEDELIZA Q. ENCABO

Acting Chief, Personnel Division

Padre Faura St., Ermita, Manila

[dojmain.application@gmail.com](mailto:dojmain.application@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

The Department of Justice acknowledges the right of all applicants / employees to be treated equitably and commits to provide consistent, merit based employment practices that follow the Equal Employment Opportunity Principle (EEOP) and encourage individuals to achieve their full potential.

**DOJ PRIVACY NOTICE:** "All personal information contained in any document received or transmitted herein shall be used solely for documentation and processing purposes within the DOJ and may be submitted to the Office of the President for presidential appointees and shall not be shared with any outside parties, unless with your written consent. Personal information shall be retained and stored by the DOJ within a time period in accordance with the National Archives of the Philippines' General Disposition Schedule."